Aspen Gradebook - Teacher

Gradebook Setup

You can use the teacher Gradebook in Staff View to enter and track assignments, and grades in your course sections. To begin using the gradebook you’ll need to setup your gradebook preferences.

To Set Preferences

1. Log on to the Staff view.
2. Click the Gradebook top tab, and on the settings bar click Set Preferences.
3. Once the popup appears click the Gradebook tab and select the appropriate checkboxes:
   a) Shade alternate lines – Select to shade every other row of your Grade Input page. (Recommend to check)
   b) Track administrator updates - Select to have an Exclamation point appear next to any grades a staff member in the office changes in the School view. (Recommend to check)
   c) Tab direction - Select if you want the Tab key to move you across a row or down a column when you are entering grades on the Grade Input page. (Teacher choice)
   d) Show studies - We do not use, leave unchecked.
   e) Enable gradebook features – Must be checked.
   f) Assignment column order - Select if you want assignments to appear in Date due (ascending), Date due (descending), or Sequence number order on the Scores page. (Teacher choice)
   g) Show points in headers - At the Default weighting field, if you select Total Points, you can select the Show points in headers checkbox if you want to view the number of total points in the column header of an assignment. (Recommend to check)
   h) Show category names in headers - Select this checkbox to display the names of assignment categories in the assignment headers. (Recommend to check)
   i) Publish assignment statistics - Select this checkbox if you want low, median, and high assignment scores to appear for parents and students when they view grades using the Family and Student portals. (Teacher choice)
   j) Show student alerts - Select this checkbox to display alert icons next to student names. (Recommend to check)
   k) Show course selection recommendation - Select this checkbox to display the Recommendation column on the Scores page. Staff can only make recommendations during the date range defined by the school. (Recommend to be Unchecked)
   l) Anchor averages - Select this checkbox to left-align average columns on the Scores page. This way, the averages always appear next to the student information, and the assignments appear to the right. (Teacher choice)
m) **Default weighting** -

- Select **Categories only** if you want to weight categories only in your gradebook. For example, assume you create three categories: Homework, Tests, and Quizzes. All homework assignments are worth the same amount, as are all tests and quizzes. To determine student term averages, Homework is worth 25% of the grade, Tests are worth 50% of the final grade, and Quizzes are worth 25% of the final grade.

- Select **Category and assignments** if you want to weight both categories and assignments within those categories. For example, a student's homework average is worth 25% of the term grade, but each homework within the category is weighted differently. For example, you weight reading homework assignments 1, and intensive writing homework assignments 3.

- Select **Total points** if you calculate averages by dividing the total points a student earns by the total number of points possible. For example, a student receives a 100, 90, and 80 for grades. The student's average is 270/300=90.

- Select **Category total points** if you want to use total points for individual assignments within categories that you weight. For example, assume you have a Homework category. The homework average counts as 25% of the student’s final grade. Within the Homework category, you grade each individual assignment using points (HW 1 is worth 10 points, HW 2 is worth 20 points).

n) **Decimals** – 2 is recommended.

o) **Scale** – **Do Not Touch!**

p) Click **OK**.
Setting Course Details

To Link Courses

On the Details side tab you can link sections to share assignments and categories.

1. Log on to the Staff view.
2. Click the Gradebook top tab, and select the appropriate course.
3. Click the Details side tab.
4. Click the Select… button.
5. A popup window of courses should appear.
6. Select the Course(s) that you would like to link.
7. Enter a Name for your linked section.
8. Click Save.

To Set a Drop Mode

On the Details side tab you can create a drop mode for your courses. It's best to setup your categories and assignments before creating your drop mode.

1. Log on to the Staff view.
2. Click the Gradebook top tab, and select the appropriate course.
3. Click the Details side tab.
4. In the Drop mode box, select one of the following to determine if you want to drop the lowest scores for the class:
   a) Select Do not drop scores if you do not want the system to drop any scores for the class.
   b) Select Drop lowest overall score if you want the system to drop the lowest score(s) for a term. The following options appear:
   c) Select Drop lowest score by category if you want to determine how many scores to drop each term by assignment category. For example, you might drop the two lowest homework scores each term. To do so, type the number in the # to drop column for each category, for each term:

Note:
On the Scores tab, the system indicates dropped scores with ↓
To View a Class Roster

In the Staff View, on the Gradebook top tab, and Roster side tab you can view and/or group a roster of students for a particular course.

1. Log on to the Staff view.
2. Click the Gradebook top tab, and select the appropriate course.
3. Click the Roster side tab.
4. A list of students currently enrolled in the class appears.

To Group Students in the Roster

In the Staff View, on the Gradebook top tab, and Roster side tab you can group a roster of students.

1. From the Staff View, click the Gradebook top tab.
2. Select the appropriate course.
3. Click the Roster side tab.
4. Select the appropriate students that you want to group by clicking the checkbox.
5. Under the Add to Group box enter a name for your group.
6. Click Add.

Note:

To alert the teacher of any newly enrolled or withdrawn students in a class, the system displays a student’s enrollment and enrollment date in this particular course in Green and withdrawal and withdrawal date in Red for the first time you view the information. Dates only appear if available. Afterwards, the student’s name disappears from the roster if he or she has withdrawn.
To Print a Class Roster

1. Click the **Gradebook** top tab.
3. A pop-up will appear:

   **Blank Grading Sheet**

<table>
<thead>
<tr>
<th>School year</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of columns</td>
<td>10 (portrait)</td>
</tr>
<tr>
<td>Display blank row after each student?</td>
<td></td>
</tr>
<tr>
<td>Sections to include</td>
<td>Course number</td>
</tr>
<tr>
<td>Search value</td>
<td>PTE309</td>
</tr>
<tr>
<td>Include study sections</td>
<td></td>
</tr>
<tr>
<td>Sort results by</td>
<td>Schedule expression</td>
</tr>
<tr>
<td>Format</td>
<td>Adobe Acrobat (PDF)</td>
</tr>
</tbody>
</table>

   1. Enter the appropriate **School year**.
   2. Select the **Number of Columns** you want displayed.
   3. Click the checkbox if you want to **Display a blank row after each student**.
   4. Select the **Sections to include**
   5. Enter the appropriate **Search value**
   6. Uncheck **Include study sections**
   7. Select the appropriate way to sort the results.
   8. Select the output **Format**
   9. Click **Run**.

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**Grading Sheet**

**Schedule:** A(3)  **PTE309-001: Digital Electron I**  **Term:** S1

<table>
<thead>
<tr>
<th>Student Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Eight, Student</td>
<td></td>
</tr>
<tr>
<td>Eleven, Student</td>
<td></td>
</tr>
<tr>
<td>Nine, Student</td>
<td></td>
</tr>
<tr>
<td>Seven, Student</td>
<td></td>
</tr>
<tr>
<td>Six, Student</td>
<td></td>
</tr>
</tbody>
</table>
To Create a Seating Chart

1. Click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Seating Chart** side tab.
4. To begin to design a seating chart, click **Design Mode>>**.
5. Select the appropriate **Grid width** and **Grid height** and click **Resize**.
6. Drag and drop the student names from the list of **Unseated Students** over to the appropriate spot on the grid.
7. Once complete click **<<Exit Design Mode**.

To Take Attendance from the Seating Chart

1. From the **Staff View**, click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Seating Chart** side tab.
4. Your students will appear.
5. Select the appropriate Attendance for each student:
   a) Select **A** if the student is Absent.
   b) Select **T** if the student is Tardy.
   c) Select **P** if the student is Present.
6. Once complete click the **Post Attendance** button.

Note:

You must click the **Post Attendance** button.
Setting Up Categories

To Add a Category

1. From the Staff View, Click the Gradebook top tab.
2. Select the appropriate course.
3. Click the Categories side tab.
4. From the Options menu select Add.

5. For Code, enter in an abbreviated version of the category name.
6. For Description, enter in the full category name.
7. Enter the Weight of the category, if you are calculating tem averages by category weight.
8. The appropriate Grading Scale should automatically populate.
9. For Entry Mode, choose the grade value you can enter for assignments in this category.
10. The Total Points field is required only if you are using total points logic.
    (Do not enter anything in the Total Points field for category weight.)
11. You can type any Extra credit points a student can earn for an assignment in this category.
12. Click Scores cannot be dropped, if you do not want the system to drop the lowest scores for this category.
13. Click Private if you do not want the assignments in this category to be calculated in the average, or to appear in the Student and Family portals.
14. If you linked this section to another section on the Details page, select the Also add this category to linked classes checkbox.
15. Click Save.

Note:

1. The Weight field will only appear if you set preferences to Category weight. It’s highly recommended that all Category Weight adds up to 100%.
2. It’s highly recommended that the Private checkbox is not selected. Clicking the Private checkbox prevents the category from being calculated in the average.
To Edit Categories

1. From the Staff View, Click the Gradebook top tab.
2. Select the appropriate course.
3. Click the Categories side tab.
4. A list of Categories should appear.
5. Click the Code of the category you want to edit.
6. Edit the information.
7. Click Save.

To Delete Categories

1. From the Staff View, Click the Gradebook top tab.
2. Select the appropriate course.
3. Click the Categories side tab.
4. A list of Categories should appear.
5. Select the category you want to delete.
6. From the Options menu select Delete.

To Import Categories

1. From the Staff View, Click the Gradebook top tab.
2. Select the appropriate course.
3. Click the Categories side tab.
4. From the Options menu select Import Categories.
5. Select the Categories you’d like to import.
6. Click Import.
Setting up Assignments

To Add Assignments from the Assignment side tab

1. From the Staff View, Click the Gradebook top tab.
2. Select the appropriate course.
3. Click the Assignments side tab.
4. From the Options menu select Add.

5. Select the Category.
6. For GB Column Name, enter the abbreviated version of the Assignment name.
7. For Assignment Name, enter the assignment name in full description.
8. Enter the Date assigned.
9. Enter the Date due.
10. Enter the Total Points.
11. The Online Submission Open and Close dates are only used if your class has been setup for online submission.
12. Select the Extra Credit checkbox if you want to treat the entire assignment as extra credit. This way points are added directly to the average. (If you select the checkbox, Do Not enter a value in the Extra credit points field below.)
13. Enter a value in the Extra credit points field to allow students to earn extra points, in addition to their earned points, for this assignment.
14. Select the Scores cannot be dropped checkbox if even though you setup a drop mode, you do not want the system to drop the score for this particular assignment.
15. Select the Private if you do not want this assignment or any grades for this assignment to appear in the Student and Family portals.
16. Enter the Entry mode.
17. The appropriate Grade Scale should populate.
18. Enter the Grade Term.
19. If you linked this section to another section on the Details page, select the Also add this assignment to linked classes checkbox.
20. Click on the Portal Description tab, to add information to be seen on the Student and Family portals.
21. If it’s a recurring assignment, click on the Recurring tab and enter the type of recurrence. (Periodic, Daily, Weekly, Monthly)
22. Click Save.
To Enter Recurring Assignments

1. From the **Staff** View, Click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Assignments** side tab.
4. A list of assignments should appear.
5. Click to open the assignment you want to make Recurring.
6. Click the **Recurring** tab.
7. Select the type of Recurrence. (Periodic, Daily, Weekly, Monthly)
8. Click **Save**.

To Edit Assignments

1. From the **Staff** View, Click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Assignments** side tab.
4. A list of assignments should appear.
5. Click the **Assignment Name** of the assignment you want to edit.
6. Edit the information.
7. Click **Save**.

To Delete Assignments

1. From the **Staff** View, Click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Assignments** side tab.
4. A list of assignments should appear.
5. Select the appropriate assignment you want to copy.
6. From the **Options** menu select **Delete**.

To Copy Assignments

1. From the **Staff** View, Click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Assignments** side tab.
4. A list of assignments should appear.
5. Select the appropriate assignment you want to copy.
6. From the **Options** menu select **Copy Assignments**.
7. Rename the copied assignment.
Entering Grades

To Enter Scores (Assignment Grades)

1. From the Staff View, Click the Gradebook top tab.
2. Select the appropriate course.
3. Click the Scores side tab.
4. Select the appropriate choice from the Grade Columns drop down.
5. Click to enter a Score (Value) for each assignment per student.

Note:
Each time you enter a new score, the system saves it and updates the average that appears. There is no Save button. The average column that appears depends on the Grade Columns you select to display. For example, if you are viewing all HW (homework) grade columns, the average column displays the average of all homework scores you enter. To view a student’s term average, select to view the Averages grade column set, or create your own grade column set.

6. To enter a text comment, click the Paper and Pencil icon next to the score.
   a. Assignment Feedback is visible in the student/parent portal.
   b. Teacher’s Notes are only visible to the teacher.

Gradebook Icon Legend:

- The Medical icon will post if a student has a Medical Alert
- The exclamation icon will post if the record has been updated by a member of the Office Staff.
- The down arrow icon will post if the assignment has been dropped.
- The note paper icon means you can enter a text comment to a student’s score.
- The envelope icon will post when a student successfully uploads an assignment.
Scores Tab Option Menu

There are several grading options that one can use from the options menu on the scores tab.

1. Click **Add Assignment** to add and assignment within the scores tab.
2. Click **Lookup** to get a menu of scores that are available for selection.
3. Click **Lookup Footnote** to get a menu of footnote options that are available for selection.
4. Click **Edit Remarks** to edit the text comments.
5. Click **Remove Footnote** to remove a footnote from a score.
6. Click **Fill-Down Values**, to enter the same value for all students.
7. Click **Exempt Current Cell** to mark an assignment score exempt.
8. Click **Revert Current Cell** to revert a score to the last saved value.
9. Click **Update Post Columns** to update the post columns with the gradebook averages.
10. Click **Post Grades** to post grades to the transcript.

To Enter Special Scores

1. Within the **Scores** side tab.
2. Click the appropriate cell to enter a score.
3. Type **ABS** for an absent that is exempt from calculation of the average.
4. Type **EXC** for an excused absent that is exempt from calculation of the average.

To Enter Footnotes

You can enter footnotes to add special notes to scores on the scores tab.

1. Within the **Scores** side tab, click the cell you want to enter the score.
2. Click **Ctrl N**.
3. The Footnote options should appear.
4. Select the appropriate footnote:
   a. **LT**, is for Late
   b. **MC**, is for Modified Curriculum
   c. **RT**, is for Retake

To Zip all Uploaded Assignments

Within the online submission dates, students can upload assignments from the Student Portal. Once the assignment is successfully uploaded an envelope icon appears within the teachers Gradebook. The teacher can individually open each uploaded assignment, or download them all to a zip file.

1. Click on the **Scores** side tab.
2. Click the **envelop icon** within the Assignment Header.
3. A pop-up window will appear.
4. Click **Save**.
5. Give the file the appropriate name.
6. Select the destination, and click **Save**.
Gradebook Reports

Within the Gradebook, on the Scores tab, there are several useful reports within the Reports menu.

1. **Assignment History** - Run the Assignment History report to view one or all of a student's list of assignments and scores.
2. **Assignment Summary** - Run the Assignment Summary report to view each student's score and rank for a selected assignment, as well as class-wide statistics.
3. **Class Attendance History** - Run the Class Attendance History report to view class attendance records by class, for the date range you specify. You can also view an attendance summary for each class.
4. **Class Attendance Summary** - Run the Class Attendance Summary report to view class attendance counts for each student for a date range. You can also view the number of days students were enrolled in the class, and the number of days they were present.
5. **Class Statistics** - Run the Class Statistics report to view statistics for assignments, averages, and post columns for a class.
6. **Course Recommendation** –
7. **DoDEA Student Attendance by Class** – Run the DoDEA Student Attendance by Class report to view student attendance for each class.
8. **Gradebook Sheet** – Run the Gradebook sheet to get a printed copy of the grades you entered.
9. **Progress Report** - Run progress reports to create a report for each student that contains assignments, averages, class attendance data, and a message from the teacher.
10. **Student Average Breakdown** - Run the Student Average Breakdown report to view scores and averages broken down by term and category for the student you select.